City of Bellingham
Classification Specification

CLASS TITLE	**Park Worker**
DEPARTMENT	**Parks And Recreation**
UNION:	**1937**
SG:	**107**
CS:	**Yes**
FLSA:	**Y**
EEO/SOC CODE:	**SM/37-3011**

NATURE OF WORK:

This is an entry-level parks/cemetery/athletic fields maintenance position whose specific duties depend upon program area assigned. Primary work programs include grounds maintenance activities such as construction and maintenance of trails and trail structures, equipment operation, mowing, trimming, edging and irrigation of turf areas and pruning, planting, fertilizing, spraying and irrigation of trees and shrubs. Additional activities centered in the cemetery include assistance with all burial services, burial setups, marker installation and maintenance as well as maintenance and repair of sunken graves. Activities centered in the athletic fields include maintenance of athletic fields and facilities, athletic field preparation and general maintenance of Civic Field complex. Activities centered in park facilities include facility and grounds maintenance, as well as customer contact and assisting with the preparation for events and activities. Secondary work programs include sanitation, water systems, mechanical systems, structures and surfaces.

DISTINGUISHING CHARACTERISTICS:

The position performs a variety of Park grounds and facilities maintenance work in several program areas. Program area assignments may change depending upon Department needs. This position is distinguished from the Maintenance Aide III by the greater experience, ability to work with greater independence and achievement of certain job specific licenses.

SUPERVISORY RELATIONSHIPS:

Reports to assigned Parks Manager or Supervisor based on program area and receives daily direction from either the Park Specialist or the Park Technician in the program area. Works under general supervision to complete tasks. May be assigned to work independently or as part of a crew. Acts as lead worker and directs day-to-day work of lower classified staff. Provides training as assigned, including seasonal staff, volunteers or federally funded employees as assigned.

ESSENTIAL FUNCTIONS:

Employees in this classification typically perform work in the following areas depending upon seasonal and ongoing work needs. Specific duties and program assignments may change from day-to-day depending upon Department needs. The work activities are not all inclusive and other work may be assigned as necessary.

A. Park / Grounds Maintenance:

1. Performs as lead position of assigned seasonal staff. Provides training for each work activity area, and provides feedback to Park Specialist regarding performance of assigned seasonal staff.

2. Operates a variety of turf maintenance equipment including riding mowers, blowers, and trailer vacuum. Operates a variety of power hand equipment such as hand mowers, line trimmers, edgers and chainsaws. Does regular cleaning and minor maintenance of tools and equipment.

3. Operates automotive equipment such as pickup trucks with trailer attachments, up to and including 5 yard dump trucks to haul dirt, gravel, etc., and as needed, small (under 30 HP) tractors with 3-point attachments (Category 1 & 2) and small backhoes.

4. Assists in the construction of trails and trail structures to include sub grades, surfacing, drainage, bridges, elevated walks, steps, retaining walls, signage and re-vegetation. Performs trail repairs and installs, cleans, and maintains drainage systems and culverts for trails.

5. Prunes or removes trees and shrubs using pruners, loppers, bow saws and power chain saws. Operates motor driven chipper equipment to shred woody debris.

6. Performs turf repairs, renovations and installations. Plants, fertilizes and irrigates turf, trees and shrubs as directed. Maintains shrub bed areas through edging, hand weeding and application of mulch and maintains plants and flower displays. Rakes and blows leaves and debris. Operates small dump trucks and other automotive equipment to remove material.

7. Completes required reports for tree work, pesticide application and accidents and hazards.

8. Upon receipt of a Washington State Pesticide Application License, apply herbicides as part of grounds care duties.

B. Cemetery Maintenance:

1. Performs all essential functions under Grounds Maintenance.

2. Assists Cemetery Technician in grave opening and closing duties including occasional use of back hoe, installation of liner and lowering device.

3. Sets up tents, chairs and greens for funeral services.

4. Assists in installation and repair of markers and memorials. Repairs sunken graves as necessary.

5. Assists funeral home directors and families as necessary.

C. Athletic Fields:

1. Performs all essential functions under Grounds Maintenance.

2. Performs daily field preparation for field activities.

3. Sets up P.A. system and any other special requirements for events. May assist with heating and lighting systems. Performs attendant duties for events at the Civic Field Complex.

4. Answers inquiries and informs the public of park regulations.

D. Park Facilities Maintenance:

1. Performs all essential functions under Grounds Maintenance.

2. Cleans restrooms, empties trash containers, picks up litter, cleans park furniture such as picnic tables, benches, and grills, and cleans surfaces such as tennis courts, sidewalks, roads, parking areas, and shelter floors. Responds to and cleans up spills and sanitary hazards using appropriate infection control materials and techniques. Uses cleaning chemicals and solutions.

3. Answers inquiries and informs the public of park regulations. Resolves low level concerns and safety issues, such as questions around reservations, toilets overflowing, trash removal, missing items, and graffiti. Reports higher level issues to appropriate staff. Acts immediately to address inappropriate behaviors by contacting appropriate staff, law enforcement or other emergency personnel as appropriate.

4. Performs start-of-day and end-of-day security procedures in park system as assigned, such as unlocking and locking facilities, and turning on and off lights.

5. Assists in preparing community park facilities for scheduled events and activities. Sets up signage, cordons off areas, and provides direction to appropriate parking. Cleans as needed during and after events, removing trash, monitoring restrooms, and stocking supplies.

6. Inspects grounds, equipment, and buildings on a daily basis. Reports damage to the Park Specialist - Facilities using the maintenance management system. Uses standardized assessment form to report condition of playground equipment on a monthly basis to the Park Specialist – Facilities.

7. Operates a variety of facilities maintenance equipment including trucks, pressure washers, floor cleaning equipment, blowers, and trailers. Operates a variety of power hand equipment such as drills, reciprocating saws, and cleaning equipment. Performs regular cleaning and minor maintenance of equipment.

8. Assists with repair, alteration and installation work to park buildings, structures and equipment involving carpentry, painting, masonry and other manual building trade skills.

ADDITIONAL WORK PERFORMED:

1. Operates and maintains manual irrigation systems as required. Maintains drainage systems.

2. Performs related duties as assigned, within the scope of the classification.

KNOWLEDGE AND SKILLS:

Skills in:
- Adequate hearing, vision and physical ability to perform the work assigned.
- Excellent interpersonal skills for interaction with City staff, department staff, and the public.
- Performing routine, repetitive activities such as mowing turf areas and line trimming on a set schedule.

Ability to:
- Follow established safety rules and operate equipment in a safe manner.
- Communicate respectfully and effectively with a diverse community using courtesy, tact, and good judgement.
- Explain and enforce rules of conduct and departmental or other applicable rules and policies.
- Operate small hand and power tools.
- Work outside in all types of weather conditions year around.
- Follow written and verbal directions.
- Work overtime, weekends, and holidays when necessary.
- Perform assigned work independently with minimal supervision.
- Willingness to pursue ongoing training to improve knowledge and skills in grounds care.
- Willingness to adhere to the team agreements for the Operations Division.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Ability to maintain consistent and punctual attendance.
- Physical abilities to perform assigned work:
    - Ability to perform heavy physical labor including operating mechanical equipment for extended periods of time, climbing and working from ladders and setting up tents.
    - Ability to perform tasks requiring repetitive hand and arm movements.
    - Adequate hearing, correctable vision, and manual dexterity to operate power equipment safely in a noisy work environment.
    - Ability to work overhead for extended periods of time.
    - Ability to regularly lift moderately heavy objects up to 50 lbs., including small equipment, fertilizer and related materials. Ability to occasionally lift up to 60 lbs. Equipment and materials in excess of this weight are lifted utilizing proper body mechanics and assistance.

WORKING ENVIRONMENT:

Work is performed outdoors in all weather conditions, some of the time in remote work sites. The work involves a moderate risk work environment which requires employees to follow established safety procedures in operating equipment and vehicles, handling irritant materials, performing repetitive activities, etc. Employees are required to wear personal protective equipment.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Minimum one year paid grounds maintenance experience required.
- Experience in facility maintenance preferred.
- Previous training and education in horticulture and native plants preferred.
- Knowledge of horticulture equipment operation preferred.
- Skills and experience in the digging operation of a small backhoe preferred.
- Experience working with the public preferred.
- At least 18 years old by time of hire.

NECESSARY SPECIAL REQUIREMENT:

- Employment contingent upon passing a criminal convictions check, child and adult abuse records check and local background check.
- Valid Washington State Driver's License by time of hire and proof of a good driving record. A three-year driving abstract must be submitted prior to hire.
- Some positions within this classification require the ability to secure and maintain a Washington State pesticide license within twelve months of hire.
- Ability to secure and maintain valid First Aid and CPR certifications within twelve months of hire.
- Some positions within this classification require the ability to secure flagging and traffic control card within twelve months of hire.
- Some positions within this classification require the ability to secure a Commercial Driver's License within six months of hire and to maintain a valid CDL during length of employment.

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COMMISSION ADOPTION: September 9, 2020